



*Giving Hope. Nurturing Dreams. Inspiring Youth to Thrive.*

## POSITION DESCRIPTION

<b>Position:</b>	Intensive Therapeutic Care Caseworker
<b>Hours:</b>	32 to 38 hours per week
<b>Salary:</b>	SCHADS Levels 6&7 Pay Point 1- 4
<b>Terms of engagement:</b>	Permanent Part/Full time and Casual
<b>Location:</b>	Lismore
<b>Responsible to:</b>	Manager – ITC Casework Manager
<b>Qualifications/skills:</b>	Bachelor in Social Work, Psychology or other relevant qualifications and 2 years working with children and young people with challenging behaviours.
<b>Key responsibilities:</b>	<ul style="list-style-type: none"><li>• Provide professional, flexible and accountable casework for clients associated with the service, working closely with children/young people, their families, staff, Community Services and all other relevant stakeholders.</li><li>• Develop and maintain a safe, supportive and fair environment for young people</li><li>• Participate in and contribute positively to the team structure</li><li>• Comply with the WHS Act</li><li>• Contribute to the work of CASPA</li><li>• Contribution to organisational roles</li></ul>
<b>Key requirements:</b>	<ul style="list-style-type: none"><li>• Current Working With Children Check</li><li>• Current Driving Licence</li><li>• Current Criminal History check</li></ul>

## **DUTY STATEMENT**

**Position:** ITC Case Worker

**Duties will include:**

### **1. Provide professional, flexible and accountable casework**

- Develop and implement quality individual client driven case plans
- Plan, conduct and drive regular Case Reviews on behalf of CASPA
- Create accountable action plans from the review process and follow up on their implementation
- Conduct fortnightly meetings with clients to discuss their care plans
- Seek information from Community Services, ADHC and other relevant departments to gain full and accurate case information
- Ensure entry case plans are formulated with the relevant Residential Unit Supervisor and assigned Key Worker
- Attend relevant clinical meetings
- Co-ordinate meetings and discussions which may have major affects concerning the care, education and wellbeing of clients
- Maintain accountable, quality systems: including client records, client reports and written communication on client's case plan
- Understand the need and experiences of young people experiencing loss and grief/multiple placements and trauma and how this relates to programs and plans
- Develop sound working relationships with other key stakeholders
- Understand and implement CASPA policies and procedures
- Ensure that child protection legislation is adhered to

### **2. Develop and maintain a safe supportive and fair environment for young people**

- Implement an empowerment/strength focus model of service for clients and families/ significant others
- Model professional behaviours
- Advocate for and on behalf of young people
- Demonstrate a commitment to social justice, addressing the rights and responsibilities of young people in the service
- Demonstrate flexible management of client load

### **3. Participate and positively contribute to the team structure**

- Attend and positively participate in all management team meetings and staff development opportunities
- Take responsibility for giving and receiving feedback within the team setting
- Uphold team decisions
- Use appropriate forums to discuss differences in work practices
- Utilise team peers to ensure best practice in client service provision
- Relate to other services in a professional manner and work collaboratively in the interests of young people

#### 4. Comply with the WH&S Act

- Understand and observe the principles of the Act
- Observe safe work practices
- Report hazards and incidents
- Work cooperatively with all staff to maintain a safe and secure environment

#### 5. Contribute to the work of CASPA

- Promote the profile of the organisation
- Work with other people in the organisation to develop the function of CASPA
- Uphold the sentiments of CASPA's vision and mission statements

#### 6. Contribution to Organisation Goals

- Use best practice principles when working with children and young people
- Effectively provide services to children and young people in an environment which is friendly and supports their life transitions focusing on strengths and abilities
- Use effective liaison and consultation within CASPA, the sector and the broader community
- Develop and maintain good interagency relations/participation

*Other duties as required by the organisation*

#### Essential Criteria

- Essential qualifications and experience in youth work or related discipline
- Demonstrated experience in client casework
- Demonstrated understanding of the needs of Aboriginal and Torres Strait Islander children and young people.
- Demonstrated ability to effectively liaise with interagency personnel
- Demonstrated knowledge of relevant legislative and regulatory standards for Out-Of-Home Care
- Current Senior First Aid Certificate
- Advanced computer literacy and familiarity with Microsoft Office software
- Willingness to work within the philosophy of CASPA

Working with Children and Criminal History Checks are required for all child related employment.

*I acknowledge that I fully understand the job description above and accept the duties of the position as stated.*

Signed: .....

Date: .....